

Application to Administer and Enforce
Michigan Department of Labor & Economic Growth
Bureau of Construction Codes
Office of Local Government and Consumer Services
P.O. Box 30254, Lansing, MI 48909
517-241-9347
www.michigan.gov/bcc

Authority: 1972 PA 230 Completion: Mandatory Penalty: Governmental subdivisions will not be approved to administer and enforce code(s)	The Department of Labor & Economic Growth will not discriminate against any individual or group because of race, sex, religion, age, national origin, color, marital status, disability or political beliefs. If you need help with reading, writing, hearing, etc., under the Americans with Disabilities Act, you may make your needs known to this agency.
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NAME OF GOVERNMENTAL SUBDIVISION		CONTACT PERSON (Elected Official)	
ADDRESS (Street Number and Name)			
CITY	COUNTY	STATE MI	ZIP CODE
TELEPHONE NUMBER (Include Area Code)	FAX NUMBER (Include Area Code)	E-MAIL ADDRESS	

A. Code Adoption

- ☐ To assume responsibility for the administration and enforcement of the act and the state code in accordance with Section 8b(6) of 1972 PA 230. **Attach a copy of the ordinance assuming responsibility for administration and enforcement of the act and the code.** *(Ordinance may be a proposed ordinance)*

State Code(s) to be Enforced

- | | |
|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Building | <input type="checkbox"/> Mechanical |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Plumbing |

B. Enforcing Agency

1. ☐ This is to certify the enforcing agency is qualified by experience or training to perform the duties associated with construction code administration and enforcement, including the code and all related acts and rules.

Name of Inspector(s) <small>(Attach additional sheet, if necessary)</small>	Registration Number	Experience and/or Qualifications
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of Plan Reviewer(s) <small>(Attach additional sheet, if necessary)</small>	Registration Number	Experience and/or Qualifications
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Each inspector listed on the application must provide verification that he/she will perform inspections and/or plan review functions for the specific code discipline(s) identified.

Are the inspector(s) listed above associated with a private inspection agency? ☐ Yes ☐ No

If yes, complete the following:

Name and address of the private inspection agency _____

Governmental official responsible for the decision making as it relates to code administration and enforcement.

Name _____ Title _____ Registration No. _____

(Attorney General Opinion No. 4885, dated August 15, 1975, provides that an enforcing agency must be a public official or governmental agency. Inspection functions or other technical assistance may be performed under contract with a private organization, but all decisions and official actions based on such inspection or technical advice must be made by the enforcing agency. Any formal actions such as the issuance, suspension, revocation, or cancellation of permits is exclusively within the purview of the governmental entity. Decision making by a non-governmental entity in which government is not the final authority is in violation of the Michigan Constitution.)

B. Enforcing Agency (continued)

2. This is to certify the following services will be provided by the enforcing agency:

- | | | |
|--|---|---|
| <input type="checkbox"/> Plan Review | <input type="checkbox"/> Permit issuance | <input type="checkbox"/> Timely field inspections |
| <input type="checkbox"/> Issuance of final approval and certificate of occupancy | <input type="checkbox"/> Retention of records | <input type="checkbox"/> Identification/resolution of code violations |

3. ☐ This is to certify a copy of the ordinance(s) assuming the responsibility to administer and enforce the state code(s) and a copy of each code enforced will be available for public viewing at the offices of the local governmental subdivision.

4. ☐ This is to certify the application for permit and permit forms are in compliance with the requirements of Section 10 of 1972 PA 230. **Attach copies of the application(s) for permit and a copy of the permit form.**

5. ☐ This is to certify that procedures for the administration and enforcement of the code have been adopted by the enforcing agency. These procedures govern the operation of the code administration and enforcement program for the governmental subdivision. The procedures should include:

- ☐ (i) How permit applications are reviewed and approved.
- ☐ (ii) How plans are reviewed and violations identified during the process are resolved.
- ☐ (iii) How permits are issued.
- ☐ (iv) How inspections are scheduled and findings reported.
- ☐ (v) How code violations identified during inspections are resolved.
- ☐ (vi) Record keeping procedures.
- ☐ (vii) How certificates of occupancy and final approvals are issued.

Attach a copy of the procedures for the administration and enforcement of the code(s).

6. ☐ This is to certify fees have been adopted for the administration and enforcement of the code(s) in compliance with Section 22 of 1972 PA 230. **Attach a copy of the fee schedule.**

C. Construction Board of Appeals

This is to certify a Construction Board of Appeals has been established in accordance with Section 14 of 1972 PA 230. The names and qualifications of the members of the Construction Board of Appeals is listed below. *(Attach additional sheet, if necessary)*

Attach a copy of the Board of Appeals procedures.

Name

Qualifications

(Include professional license number and/or registration number)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

D. Certification

I certify the information given in this application to administer and enforce is true and accurate to the best of my knowledge.

Name of Elected Official (Type or Print)_____ Title_____

Signature of Elected Official_____ Date_____

Copies of all documents attached to or submitted with this application should include a reference to the governmental subdivision.